

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET**

November 5, 2013 – 5:30pm

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NOTICE TO THE PUBLIC

Any person who decides to appeal any decision of the Governing Body with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, may need to provide that a verbatim record of the proceeding is made, which record includes testimony and evidence upon which the appeal is to be based (Section 286.0105, Florida Statutes).

Accommodation for the disabled (hearing or visually impaired, etc.) may be arranged with advance notice of seven (7) days before the scheduled meeting, by dialing (352) 726 2611 weekdays from 8 AM to 4 PM.

ENCLOSURES*

1) INVOCATION, PLEDGE OF ALLEGIANCE AND ROLL CALL

2) PLEASE SILENCE ELECTRONIC DEVICES

3) ACCEPTANCE OF AGENDA

4) PUBLIC HEARINGS (None)

5) OPEN PUBLIC MEETING

6) CITY ATTORNEY REPORT

7) PRE-SCHEDULED PUBLIC APPEARANCES

- a) Proclamation Presentation: “National Hospice and Palliative Care Month”
- b) KCCB- Pride Award – Bicycle Blvd.
- c) Paul Cash

8) MAYOR’S LOCAL ACHIEVEMENT AWARDS

- a) Cooter Scooter – VFW Presentation

9) CONSENT AGENDA

- a) Bill Listing*
 - Recommendation – Approval

10) CITY MANAGER’S REPORT

Correspondence/Reports/Recommendations

- a) Research Fees – Community Development – Resolution*
- b) Storm Water Plan and Utility Discussion
- c) Zoning Board of Adjustment (ZBA) Resignations*
- d) Divided Lots (Half-In; Half-Out), Solution Approach*
- e) Other

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11) COUNCIL/MAYOR SUBJECTS

12) NON-SCHEDULED PUBLIC COMMENT

ADJOURNMENT

DATES TO REMEMBER

Veteran's Day Parade

Monday, November 11th 2013 @ 10:00am

Beginning at Citrus High School/Gulf to Lake Hwy

Friday Night Thunder

Friday, November 15th, 2013; 5:00pm-8:00pm

Courthouse Square

Farmer's Market

Saturday, November 16th, 2013; 9:00am – 1:00pm

Inverness Government Center Plaza

Inverness City Council Regular Meeting

Tuesday, November 19th, 2013 at 5:30pm

Inverness Government Center



10/29/2013 11:05

|CITY OF INVERNESS

VENDOR DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 11/06/13
			TOTALS FOR AT & T MOBILITY NATIONAL ACCOUNTS LLC		58.00
			TOTALS FOR JAMES CURRAN		65.00
			TOTALS FOR DUMONT COMPANY INC		210.00
			TOTALS FOR E G P INC		77.20
			TOTALS FOR FLORIDA REDEVELOPMENT ASSN		495.00
			TOTALS FOR POWER FLOW TECHNOLOGIES		80.00
			REPORT TOTALS		985.20

** END OF REPORT - Generated by Esther Kirkland **

Agenda Memorandum – *City of Inverness*

November 1, 2013

TO: Elected Officials

FROM: City Manager

SUBJECT: Establishment of “Research Fee” for CDD to Fee Schedule

CC: City Clerk & Finance Director

Enclosure: Resolution for establishment of a “Research Fee”

Depending on conditions, fees are a necessary evil that in this case, are driven by an uptick in real estate refinancing and foreclosures, whereby the process has created a high amount of research requests regarding information about parcels, buildings, zoning, code violations and other items. Requests are generally initiated by title companies and real estate professionals. The demand for this information is growing and driven by changes to the statewide form reality contracts.

We do not mind providing data. The requested information requires research services that are varied. Not yet a problem, but the increased volume of requests is time sensitive from and consumes a fair amount of time on the part of City staff to perform the research. Requestors typically send out “shotgun” requests to numerous municipalities to minimize their time and effort in hope that the correct municipality will respond with the information they seek. In most cases, the type of research being requested can be performed by anyone with familiarity and access to the internet.

Currently no charge exists for the demand of City services. It has become common for municipalities to apply a reasonable fee to offset the cost of research. By example, a *research request* significantly differs from a *records request*. A *records request* is for existing city records, while a *research request* is general and broad, and seeks information that must be compiled. If adopted, a \$50 Research Fee will be made part of the City Fee Schedule to off-set costs and support Community Development.

Recommended Action –

It is recommended that Council proceed as follows:

1. Motion, second and vote to read the Resolution by title;
2. City Clerk reads Resolution title
3. Deliberate and if the desire is to proceed, motion and second to adopt the Resolution by roll-call.



Frank DiGiovanni

RESOLUTION 2013 - 23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA FOR THE ADDITION OF A RESEARCH FEE TO THE CITY FEE SCHEDULE, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Inverness is aware of the increase in real estate foreclosures over the past several years;

WHEREAS, the City Council recognizes that due to changes in the statewide realty contract forms, there has been a significant increase in research requests initiated by title companies and real estate professionals and others to various City Departments for research pertaining to parcels, building, zonings, code violations and other items of information;

WHEREAS, the City Council recognizes that these research requests are typically time sensitive from the requestor and require a fair amount of City staff research time, which could be performed by the requestor through the internet;

WHEREAS, the City Council recognizes this type request is different than a records request, in that it is broad, requires research, and is not for a specific record but for information;

WHEREAS, the City Council recognizes there is currently no charge levied upon requests for this research and finds it necessary to impose a fee for this service;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Inverness, Citrus County, Florida as follows:

Section 1. The City Council recognizes the Research Service Fee as an addition to the City Fee Schedule with an initial charge of \$50.00 per request.

Section 2. This resolution shall be effective on the ____ day of _____, 2013.

PASSED AND ADOPTED this ____ day of _____, 2013.

CITY OF INVERNESS

By: _____
Linda Bega
President of City Council

ATTEST:

Debbie Davis
City Clerk

Agenda Memorandum – *City of Inverness*

November 1, 2013

TO: Elected Officials

FROM: City Manager

SUBJECT: Storm Water Master Plan and Funding Program

CC: City Clerk & Finance Director

Enclosure: Presentation of Storm Water Utility

Let's start with a natural fact: Inverness is mostly high and dry. Following a heavy rain, most ponding dissipates quickly; we do not have conditions of standing water long term, and structures are not flooded.

The relatively sandy and porous terrain coupled with a mostly high water-table present unique challenges for managing intense rainfall events. Runoff rainwater not absorbed into the ground or contained (evaporated), has the potential to carry contaminants from lawns, streets, buildings and parking lots into lakes and water bodies. Objectively, a storm water management plan is to manage water runoff to protect structures, keep roadways free from flooding, and provide a level of pollution control and treatment.

The City currently funds recommended storm water projects and program through the General Fund (taxes and other revenues). Storm water management is not about the value of property, but about a property's water runoff impact to the storm water system.

If implemented, a Storm Water Utility (fee program) would fund storm water projects and maintenance of the system based on a per property monthly/annual charge. A Storm Water Utility would be managed akin to the Water/Sewer Utility System as a "stand-alone" service unit within City government. Revenues are generated through fees for service.

Background aside, a presentation will be made regarding the concept and variables of implementation of such an approach. The complexity of this level policy decision typically requires more than one informational setting. To reach consensus will involve more deliberation, research and funding to provide all relative data. The presentation this evening is designed to provide initial information in a manner that supports Elected Officials to determine the best direction to proceed.

SUBJECT: Storm Water Master Plan and Funding Program

Recommended Action –

At the conclusion, please motion, second and vote to continue the process and direct the City Manager to provide a more detailed presentation of the potential affect to properties by definition (residential, commercial, public institution, schools, etc.) be provided.

Or alternately, you may deem it appropriate to, motion, second and vote to terminate exploration of a Storm Water Utility (fee program), and continue funding necessary storm water projects, maintenance and management by use of General Fund Revenues.

If you wish to discuss this further, please contact me at your convenience.



Frank DiGiovanni

Inverness Yearly Stormwater Utility

Capital Improvement Projects	\$ 338,756.40
Operation and Maintenance	\$ 500,000.00
Capital Expenses (Over 5 Year Period)	\$ 70,000.00
Yearly Reserve Fund Contribution	\$ 50,000.00
Total Yearly Cost	\$ 958,756.40

Estimated ESUs	13,318
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Yearly Cost Per ESU	\$ 71.99
Monthly Cost Per ESU	\$ 6.00

Total Yearly Cost	\$ 300,000.00
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Estimated ESUs	13,318
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Yearly Cost Per ESU	\$ 22.53
Monthly Cost Per ESU	\$ 1.88

Notes:

From B&H Master Plan estimates
 \$200K O&M with \$300K administrative costs
 Vacuum Truck financed over 5-years
 Annual reserve fund contribution

Master Plan estimates
A with \$300K administrative costs
uck financed over 5-years
erve fund contribution

The background of the slide is a light blue surface covered with numerous water droplets of varying sizes. At the bottom, there is a dark blue, wavy, textured band that spans the width of the slide.

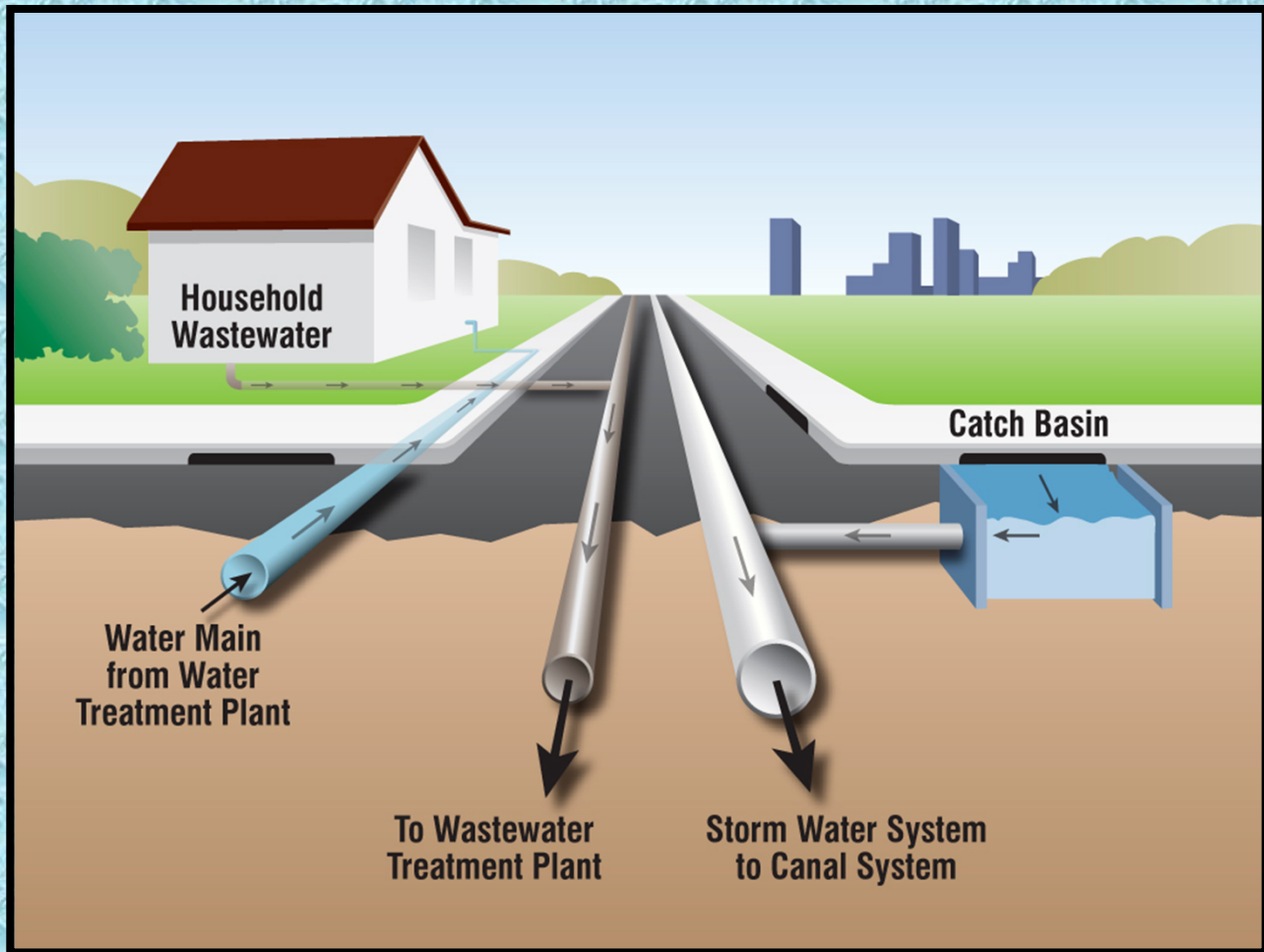
City of Inverness

Stormwater Utility

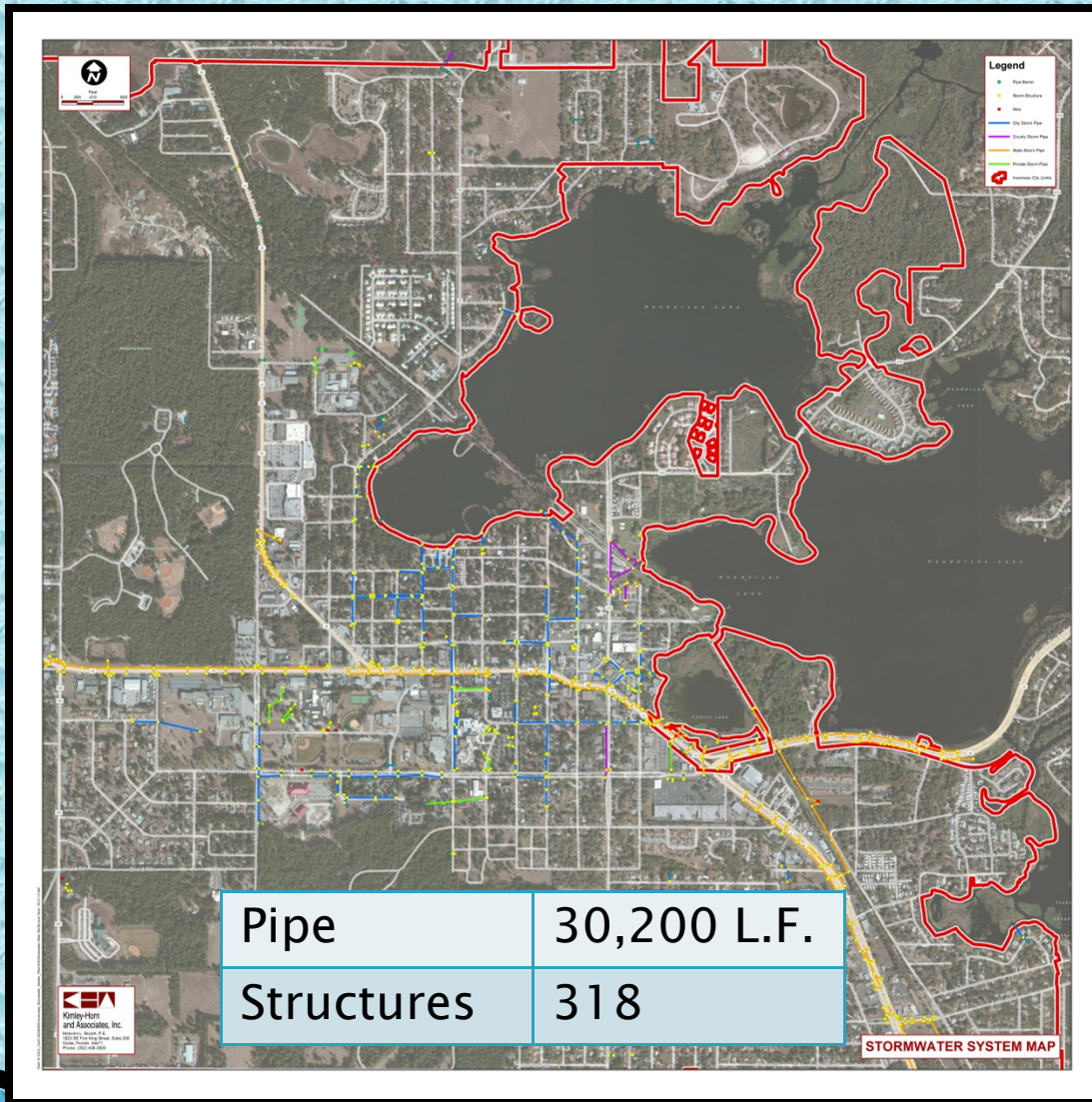
Introduction

- ▶ Purpose of this presentation is to discuss the City forming a stormwater utility
- ▶ This is a preliminary discussion to determine the City's interest
- ▶ Additional work and analysis will need to be done if the City wants to proceed with forming a stormwater utility

What is a Stormwater System?



City Stormwater System



What is a Stormwater Utility?

- ▶ A stormwater utility is an enterprise fund that can provide funding for stormwater operation, maintenance, and capital projects.
- ▶ The utility can provide a dedicated revenue stream to fund O&M and CIP activities to improve the City's drainage system performance, stormwater management, and stormwater quality treatment.

Stormwater Utility Benefits

- ▶ New funding source
 - Revenues generated by the utility can be used as a dedicated source of funds for stormwater management improvements
- ▶ Sustainable revenues
 - Revenues generated by stormwater utilities are constant, can gradually increase with the City's growth, and can be adjusted through rate changes
- ▶ Bondable revenue stream
 - Bonds for capital improvements can be issued to facilitate constructing stormwater management facilities
- ▶ Programmatic Stability
 - Program can operate on a stable basis which supports a continued level of service and continuity in capital improvement projects
- ▶ Long-term View
 - Stable funding source allows for adoption of a long range plan for capital improvements and system maintenance

Stormwater System Funding

- ▶ Typically O&M and CIP budgets are funded through:
 - General Fund Budget
 - Stormwater Utility
- ▶ The City currently spends approximately \$200,000 annually on stormwater system maintenance and capital projects.
- ▶ The City's current stormwater master plan (1995) has identified \$2.2M for future capital improvement projects.
- ▶ Proposed FDEP MS4 designation will require City to implement a stormwater program with the following control measures:
 - Public Education and Outreach
 - Public Participation/Involvement
 - Illicit Discharge Detection and Elimination
 - Construction Site Runoff Control
 - Post-Construction Runoff Control
 - Pollution Prevention/Good Housekeeping

Establishing a Stormwater Utility

- ▶ Five functional categories should be provided through the stormwater management program:
 - Administration
 - Financial management, program planning, public awareness and involvement, billing
 - Planning and Engineering
 - Survey and documentation of existing conditions, GIS development, stormwater master planning, design and engineering
 - Regulation and Enforcement
 - Regulations, inspections, and monitoring
 - Maintenance Operations
 - Operation and Maintenance
 - Capital Construction
 - Capital Improvement Projects

Operation and Maintenance (O&M)

- ▶ Operation and Maintenance helps to ensure the integrity of a stormwater system is preserved
 - Street Sweeping
 - Catch basin and Manhole Maintenance
 - Exfiltration Trench Cleaning
 - Pipe Flushing
 - NPDES Permit Fees
 - Canal and Swale Maintenance
 - FIRM Re-Study and Revisions
 - Minor Repairs and Improvements
 - Administration/Professional Services

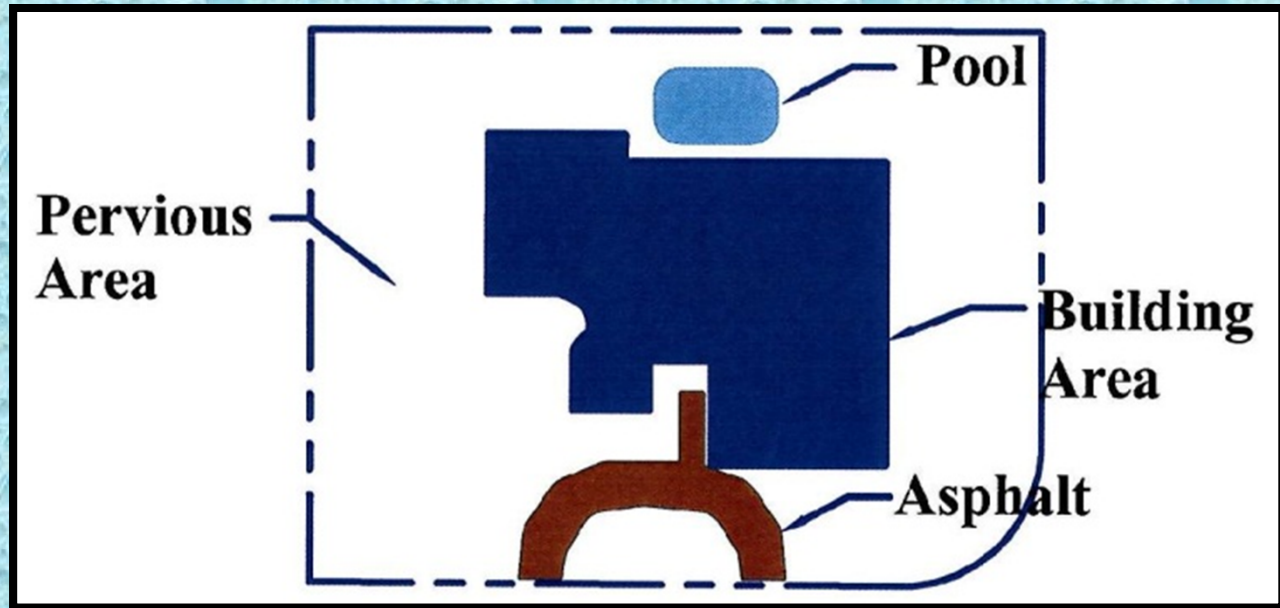
Capital Improvement Projects (CIPs)

- ▶ CIPs upgrade the stormwater system based on performance criteria
- ▶ 24 CIPs were identified in the 1995 City of Inverness Stormwater Master Plan
- ▶ 10 CIPs were identified using the SWFWMD Watershed Management Plan for the Tsala-Apopka Chain of Lakes
- ▶ CIP budgets were estimated

Determining the Rate

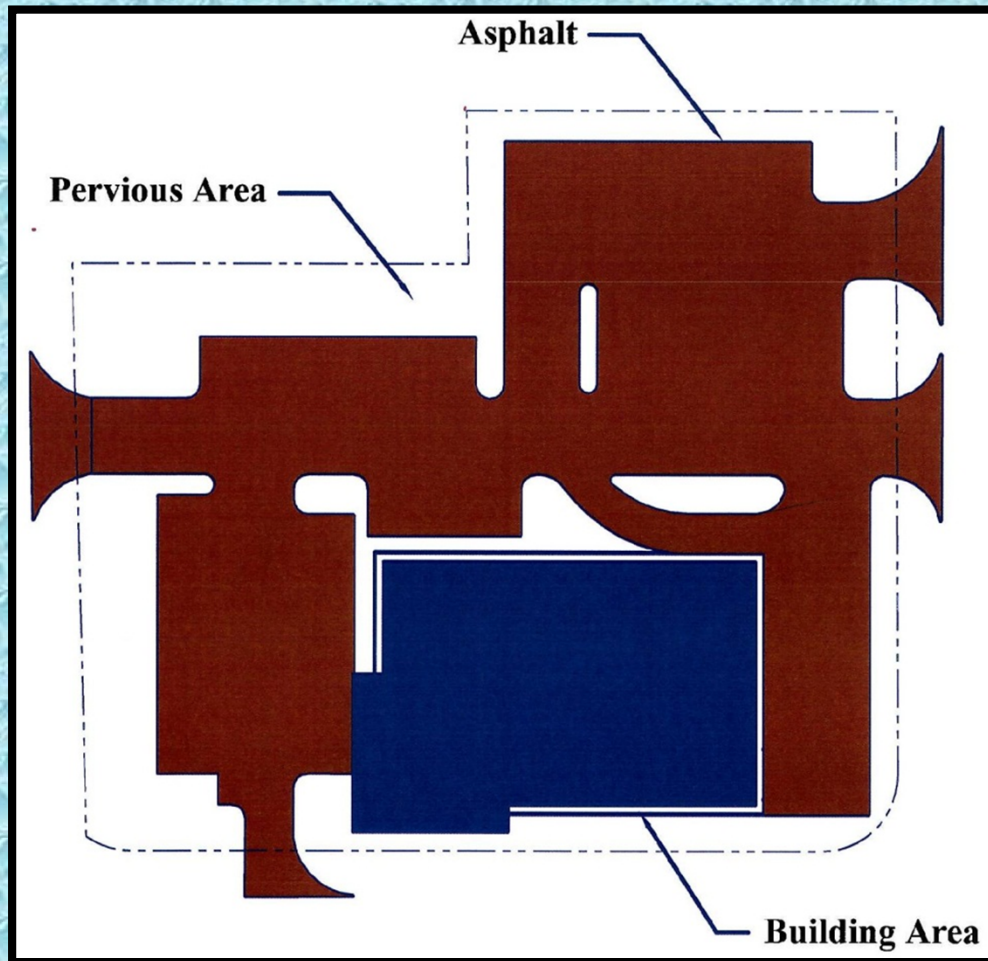
- ▶ Stormwater rate is based on the proposed CIP and O&M program
- ▶ Most common methods for determining rates throughout the state use an Equivalent Stormwater Unit (ESU) based on a single family residential unit
- ▶ Calculation of ESU typically includes average impervious area per single family residential unit but can also include pervious area
- ▶ Impervious area includes (buildings, pavement, sidewalks, etc.)
- ▶ Yearly O&M and CIP budgets can be divided equally among all ESUs

Typical Residential Property



1 ESU = Average Impervious Area

Typical Commercial Property



Divide the total impervious area by the ESU average impervious area to determine the number of ESUs

Determining the Rate

- ▶ The proposed yearly stormwater O&M and CIP budget is \$300,000.
- ▶ According to Citrus County Property Appraiser there are 6,247 parcels in City Limits
- ▶ Determined approximate runoff for each parcel using County Property Appraiser data
- ▶ Divided calculated runoff from each parcel by the average residential runoff to establish ESUs for each parcel (minimum = 1 ESU)

Determining the Rate

- ▶ Estimated 13,318 total ESUs within City
- ▶ Annual budget divided equally among all ESUs yields:
 - \$22.53 per year per ESU (approx.)
 - \$1.88 per month per ESU (approx.)
- ▶ 5,333 parcels will be responsible for 1 ESU
- ▶ Many parcels will be responsible for more than 1 ESU
- ▶ A few parcels will be responsible for more than 100 ESUs

Determining the Billing Method

- ▶ Can be billed monthly or yearly
- ▶ Can bill the property owner or the occupant
- ▶ Adding a stormwater utility rate to existing monthly utility bills is the most common method throughout the state
- ▶ Properties without utility service can be billed yearly though the County Tax Roll

City of Inverness Decisions

- ▶ Does the City want to establish a stormwater utility?
- ▶ How does the City want to determine ESUs?
- ▶ What stormwater utility rate does the City want to establish?
- ▶ What methods does the City want to use for utility rate collection?
 - Monthly billing (included with utility services)
 - Yearly billing (included with County Tax Roll)

Memorandum

To: Katie Cottrell – City of Inverness

From: M. Lewis Bryant, P.E. – Kimley-Horn and Associates, Inc.

Date: September 25, 2012

***Re: City of Inverness – Stormwater Utility
KHA Project Number 142240003***

Background

The City of Inverness (City) is determining whether or not they want to develop a stormwater utility. The City requested Kimley-Horn and Associates, Inc. (KHA) to prepare a preliminary assessment of establishing a stormwater utility to assist the City in making a “go” or “no-go” decision as to whether they want to proceed with a more detailed report prepared to help set up the utility. This memorandum, is only the preliminary investigation, a more detailed report will be needed to establish the stormwater utility.

What is a Stormwater Utility

A stormwater utility is an enterprise fund that can provide funding for stormwater operation and capital projects. The utility can be used to fund capital improvement projects and operations and maintenance activities that improve the City’s drainage system performance that will result in improved stormwater management and stormwater quality treatment.

Benefits of a Stormwater Utility

Benefits of a stormwater utility include the following:

- New funding source – revenues generated by the utility can be used as a new source of funds for stormwater management improvements.
- Sustainable revenues – revenues generated by stormwater utilities are constant, can gradually increase with the City’s growth, and can gradually grow through rate increases.
- Bondable revenue stream – bonds for capital improvements can be issued to facilitate constructing stormwater management facilities.
- Programmatic Stability – the stormwater management program can operate on a stable basis which supports continued level of maintenance operations, and continuity in capital improvement projects.

- Long-term View – the stable funding source allows for adoption of a longer view in planning for capital improvements and undertaking maintenance.

Establishing a Stormwater Utility and Stormwater Utility Operations

Prior to the establishment of a stormwater utility, the City should identify its stormwater management program needs and identify functional requirements for meeting those needs. Functional requirements include support activities and expenses directly related to various operational functions (such as administrative oversight, logistical support, etc.) as well as the work activities themselves.

Stormwater management services are not always provided by a centralized division, such as a stormwater division. It is likely the objectives can be achieved through the actions of a number of departments. Five basic functional categories should be provided within the context of a stormwater management program:

- Administration,
- Planning and engineering,
- Regulation and Enforcement,
- Maintenance Operations,
- Capital Construction

Each category includes closely related groups of activities. Many tasks are similar or common to more than one category and some overlaps exist.

Administration

Administrative functions associated with the financial management and program development can include the following tasks:

- General Administration,
- Financial Management,
- Program Planning and Development,
- Capital Outlay and Overhead Expenses,
- NPDES Compliance and Reporting,
- Public Awareness and Involvement,
- Implementation of the Billing System.

Planning and Engineering

Planning and engineering functions, are essential as stormwater improvements are made to the system. Technical functions associated with planning and engineering include:

- Survey and Documentation of Existing Conditions,
- GIS Development and Operations,
- Facilities Mapping and Inventories,
- Stormwater Master Planning/Basin Planning,
- Water Quality Planning and Engineering,
- Design and Field Engineering,
- Hazard Mitigation.

Most of the planning and engineering activities for stormwater management are related to project design and construction, permitting, and coordination of operations and maintenance programs.

Regulation and Enforcement

Individuals, developers, agricultural interests, and large companies contribute to the need for better regulation of the stormwater systems. The City needs a regulatory program to control and mitigate the general public's actions. Public education has proven to be effective in reducing the impact that individuals have on stormwater systems, but increased regulatory enforcement is also needed. The following tasks are associated with regulation and enforcement:

- Permit Administration,
- Inspection of Construction Activities,
- Code Development and Enforcement,
- Private Stormwater System Regulation,
- Floodplain Management,
- Monitoring of Stormwater Discharges and Receiving Waters.

Regulatory efforts are among the most cost-effective and productive stormwater control measures. Regulations can be developed more quickly than capital projects, are less expensive than increased maintenance, and tend to reduce the causes of problems quickly and permanently when the regulations are applied and enforced.

A common difficulty associated with implementing stormwater utilities is public resistance. It is highly recommended that prior to implementing the stormwater utility rates, a public outreach program is developed to educate and inform citizens about the impacts and benefits of flood management and water quality improvements that will result from the stormwater utility fees.

Maintenance Operations

Maintenance operations, both routine and remedial, must be undertaken by the City if it intends to keep its stormwater infrastructure operating near its design capacities. Routine maintenance includes debris and sediment removal activities. Remedial maintenance involves repair and reconstruction of stormwater systems. The primary work tasks and related support activities under the operation and maintenance category include:

- Operations Management,
- Routine Maintenance,
- Remedial Maintenance,
- Erosion and Sediment Control,
- Emergency Response Operations,
- Water Quality Operations,
- Street Sweeping,
- Litter Control,
- Spill Response/Containment,
- Support Services.



The ability of the stormwater management system to operate at a Level of Service adopted by the City lies in a combination of proper sizing during design and a suitable level of maintenance to assure that the system components function as originally designed.

Capital Construction

Capital improvement programs address needs for conveyance improvements, treatment facilities, stormwater retention, and reconstruction of aged and deteriorated components of the existing system that have been identified through the master plan. Capital investments and expenditures can be grouped in the following categories:

- Strategic Detailed Basin Studies
- Major Capital Improvements
- Minor Capital Improvements
- Land Acquisition
- Easement and Right-of-Way Acquisition

Additional Steps In Establishing A Stormwater Utility

A few additional steps the City must take in establishing a stormwater utility include:

- legal review of stormwater ordinances,
- updating the 1995 stormwater master plan,
- adopt a level of service for improvements,
- determine the rate structure to be used by the utility,
- determine billing method used by the utility,
- determine the rate to be charged by the utility,

Legal Review of Stormwater Ordinances

The law firm Cobb Cole P.A. provided the City a review of their existing Stormwater Management Ordinances in September 2008. Cobb Cole recommended several steps the City needed to make and several modifications to the City's ordinances. Prior to establishing the stormwater utility, KHA recommends that an update to this review be performed and necessary changes to the City's ordinances be implemented.

The ordinance should also be reviewed for compliance with the National Flood Insurance Program (NFIP) Community Rating System (CRS) requirements. If the City establishes a stormwater utility, they can become a part of the NFIP and CRS programs that can result in reduced flood insurance premiums for their community.

Updating the 1995 Stormwater Master Plan

Prior to establishing the stormwater utility, KHA recommends that an update to the 1995 Stormwater Master Plan be performed. The purpose of the update would be to revise the capital improvement project (CIP) list (removing completed projects and adding new projects) and update the estimated construction costs of each project. The update should also prioritize the CIP list



and group projects by cost to help establish a plan and keep the yearly CIP costs similar.

This step is essential to establishing the stormwater utility because it will help determine the rate to be charged by the utility.

Adopting A Level of Service

Prior to implementing the stormwater utility, it is essential that the City adopt a level of service for stormwater management and flood protection. To justify stormwater utility rates, the rate must be related to providing a public service, such as flood protection or water quality improvements. Typical levels of service may include flood protection from a particular storm event or water quality and pollutant removal. By being able to quantify the benefit from an improvement, it helps in justifying a stormwater utility rate.

Determine the Rate Structure

The City has to decide on the rate structure for the utility. In the majority of communities in Florida, stormwater rates are based on impervious area in some fashion. There are several methodologies that are used to calculate each properties proportionate share for stormwater assessments. Some of the more common methodologies used are based on:

- impervious area;
- impervious area and gross area;
- impervious area and the percentage of imperviousness; and
- runoff coefficients and property land use (only for estimation purposes).

Each methodology has its own pros and cons. Below is a discussion of each methodology.

Impervious Area

The impervious area method is the most widely used methodology by municipalities that have stormwater utilities. This methodology allocates ESUs based on each property's impervious area. Impervious area is a key factor in influencing runoff, rate of runoff, and pollutant loadings. The calculation is simple and easily understood by the public. With this methodology, single family residential units can be setup as a baseline, 1 ESU, and an average impervious area for each ESU can be calculated. Tiered ranges can also be established where parcels that fall within a range of impervious area are set to be varying numbers of ESUs. The amount of impervious area per ESU can then be applied to multi-family, commercial, industrial, institutional, and other developments to calculate each property's number of ESUs. The cost for the stormwater improvements can then be divided equally among every ESU.

While this methodology is simple in principle and easily understood, with 2,000 non single-family parcels within the City limits, it will take a lot of effort to measure those property's impervious coverage and a lot of effort to maintain that data to keep up with development improvements. If it took an hour per parcel to



measure impervious area, assess stormwater improvements, and enter the data into a database, it could take a year to setup the database.

Impervious Area and Gross Area

This method is similar to the Impervious Area method, but the impervious area and gross area method allocates ESUs based on each property's impervious area and total area. Like the impervious area method, the calculation is simple and is also generally understood by the public. Since gross area is another factor that influences runoff, this method allows ESUs to be assigned to parcels that have no impervious area. The benefit to this method is that every parcel will contribute to the stormwater utility regardless if they have improvements on their property or not. Impervious area can be weighted more heavily in the calculation of the number of ESUs attributed to each parcel so developed properties will be assessed more heavily than undeveloped properties.

Like the impervious area method, this method takes a lot of effort to measure each non single-family property's impervious coverage and a lot of effort to maintain that data to keep up with development improvements.

Impervious Area and the Percentage of Imperviousness

Under this methodology, the amounts of impervious area and impervious percentage are both used to calculate service rates. Gross area is not used in this calculation directly, but it is needed to determine the percentage of impervious. Using this method, a rate structure would be setup to charge each property varying rates based on percentage of impervious and the square footage of impervious area.

Like the impervious area method, this method takes a lot of effort to measure each non single-family property's impervious coverage, calculate the percentage of imperviousness, and maintain that data to keep up with development improvements. It is often more complex to explain to the public because if two properties have the same amount of impervious area, the smaller property will shoulder more of the burden because it has a higher impervious percentage.

Percent Impervious and Gross Area based on Property Land Use

KHA used this methodology only to preliminarily estimate stormwater ESUs. This methodology is not recommended as the basis of actual stormwater utility.

Based on available GIS data from the Citrus County Property Appraiser, the methodology applies generic percent impervious to each parcel based on land use. Using the percent impervious and the parcels total area, ESUs can be calculated for every parcel. Since this land use data was available from the County, it significantly reduced the amount of effort necessary to calculate ESUs for each property within the City. This method can be used for a rough estimate for the total number of ESUs in the City.

Determine the Billing Method

Adding the stormwater fees to existing monthly bills for other utility services is the most commonly used method for billing by other stormwater utilities in Florida. It is the most common because it reduces billing and collection costs.



For properties that do not receive utility service from the City, and therefore do not receive a monthly bill from the City, the City can send an annual stormwater utility bill. The City must also decide if they bill the property owner or the property occupant.

Determining the billing method and who the bills are sent to can greatly effect administrative costs and in turn affect utility rates.

Determine the Rates

The City of Inverness is approximately 7.5 square miles located in Citrus County, Florida. According to GIS data provided by the Citrus County Property Appraiser, there are 6,247 parcels located within the City limits. Of those parcels, 4,247 are single family residential. The remaining 2,000 parcels are a combination of medium and high density residential, commercial, industrial, institutional, agricultural, parks, and conservation lands. According to GIS data provided by the Southwest Florida Water Management District (SWFWMD), the entire City is located within the Tsala Apopka Basin.

Using GIS Data available from the Citrus County Property Appraiser, with the Percent Impervious and Gross Area based on Property Land Use method a rough estimation of ESUs could be determined. This preliminary estimation does not account for stormwater improvements that developments could be credited for. Below is a summary of our findings.

ESU ESTIMATION	
Total Number of Parcels	6,247
Total Number of Single Family Parcels	4,247
Total Number of ESUs	13,318

Below is a list of properties that generated the largest number of ESUs:

#	OWNER	ESUs
1	TIITF/FORESTRY (WITHLACOOCHEE ST FOREST)	265
2	FIRST BAPTIST CHURCH OF INVERNESS	140
3	SCHOOL BOARD OF CITRUS CO (CITRUS HIGH)	140
4	TIITF/FORESTRY (WHISPERING PINES PARK)	123
5	TIITF/FORESTRY (WHISPERING PINES PARK)	122
6	TIITF/REC & PARKS (WITHLACOOCHEE STATE TRAIL)	119
7	VRE INVERNESS LLC	117
8	SCHOOL BOARD OF CITRUS CO (INVERNESS MIDDLE)	103
9	SCHOOL BOARD OF CITRUS (WITHLACOOCHEE TECH)	98
10	SUMNER SCOTT & KATHY & WALTER R BERMAN	97
11	WHITCRAFT EDWARD TUTTLE ET AL	97
12	VRE INVERNESS LLC	94
13	MESSER PIT LLC	90
14	WYLD PALMS COMMUNITY DEVELOPMENT DISTRICT	86
15	SURREY INVERNESS (REGIONAL SHOPPING CENTER)	82
16	SEMBLER GREGORY S TRUSTEE	82
17	SCHOOL BOARD OF CITRUS CO	82
18	FLORIDA POWER CORP	80
19	CITY OF INVERNESS (WATER PLANT)	76
20	CITRUS COUNTY HOSPITAL BOARD	76
21	INVERNESS LANDING POA	74
22	WINDERMERE GARDEN VILLAS HOA	70
23	BISHOP OF DIOCESE OF ST PETERSBURG	70
24	CORNERSTONE BAPTIST CHURCH	70
25	CITY OF INVERNESS (OAK RIDGE CEMETARY)	67
TOTAL		2,520



Based on the capital improvement projects listed in the City of Inverness Master Stormwater Management Plan by Berryman and Henigar from 1995, capital projects provided to KHA from the City, and operation and maintenance costs provided to KHA from the City, below is a summary of the costs per ESU.

STORMWATER ASSESSMENT RATES	
Total Annual Stormwater Program Costs	\$ 808,756.40
Total Number of ESUs	13,318
Cost per ESU per year	\$ 60.73
Cost per ESU per month	\$ 5.06

This cost per ESU assumes that all parcels (developed and undeveloped) would contribute to the stormwater utility. Further analysis would need to be completed based on the methodology the City chooses and to determine precise values for impervious areas and how existing stormwater improvements impact the ESUs attributed to each parcel.

Based on GIS Data available from SWFWMD, approximately 1,264 parcels are within an Environmental Resource Permit (ERP) boundary. If it was assumed that these 1,264 parcels manage the stormwater generated by their development, and were given stormwater credits, the total number of ESUs would drop to 10,182. This would cause an increase in the cost per year per ESU to \$79.43 and the cost per month per ESU to \$6.62.

Other items the City must consider include if specific properties will be exempt (government, non-profit, etc.) from stormwater rates and if occupants or land owners are charged the utility rates. If properties were exempt, the cost per ESU for each parcel would increase further. If the owner of the property does not occupy the property, they most likely will not be receiving a utility bill. This complicates billing and can increase administrative costs.

MLB/GBL/aep

Attachment(s): Supporting ESU Calculations

Cc:

Agenda Memorandum – *City of Inverness*

DATE: October 31, 2013

ISSUE: Zoning Board of Adjustment Resignations

- Hilbert Staton
- Michael Pitts

FROM: City Clerk

CC: City Manager, Community Development Director

ATTACHED: Resignation letters: Hilbert Staton - 10/14/13 & Michael Pitts – 10/30/13
Community Board Descriptions Outlines

Hilbert Staton and **Michaels Pitts** have served as an appointed member to the City's Zoning Board of Adjustment for the past 9 years, and recently have submitted letters requesting retirement from the board. Their service to the community has been positive and effective, and they will be missed.

We are in the process of soliciting community minded individuals who may be interested in being appointed to the status of regular member or alternate member on City Boards. Council members are encouraged to contact this office with names of potential candidates that you believe would be interested and well positioned to serve on one or more City Boards. Attached are lists of duties and requirements for each board and listing of seats available.

Recommendation:

City Council is asked to motion, second and vote to approve the resignation of Hilbert Staton and Michael Pitts from the Zoning Board of Adjustment Board.



Deborah Davis, City Clerk

October 14, 2013

To the President of the Inverness City Council.

Dear President,

Please accept my resignation as a member of the zoning Board of Adjustment.

I thank the City Council for having confidence in my ability and giving me the opportunity to serve on a City Board. I served on one of the best boards in the City.

Thanks again for the experience. The very best to each and every Council Member.


Hilbert Staton

October 30, 2013

To Whom it may Concern.

Be advised that as of the above date I submit my resignation from the Zoning Board of Adjustment. I wish to thank the City of Inverness for allowing me to be on this board and I thank my fellow board members for the opportunity to work with them.

Regards

Michael E. Pitts.

Zoning Board of Adjustment

The Zoning Board of Adjustment (ZBA) hears and decides appeals files where it is alleged there is an error in any order, requirement or determination made by designated Administrative Official. The ZBA hears and decides all special exceptions to the terms of the code and hears appeals in specific variance cases.

All members of the Zoning Board of Adjustment must be property owners or residents of the City of Inverness. The Zoning Board of Adjustment consists of seven (7) regular members and two (2) alternate members appointed by the City Council.

The Zoning Board of Adjustment meets on the third (3rd) Wednesday of each month at 5:00 P.M. in the City Council Chambers.

<u>Member</u>	<u>Address</u>	<u>Phone</u>	<u>Expiration</u>
David Brooks	2295 W Main Street Inverness, FL 34452	726-7651	2/2014
Pete Kelley Chairman	PO Box 804 Inverness, FL 34451	726-8767	2/2014
Robert Tessmer, Jr	8084 E Lost Pond Ln Inverness, FL 34450	726-9533	2/2016
Althea Franklin	PO BOX 211 Inverness, FL 34451	726-7423	2/2015
VACANT			
VACANT			
VACANT			
VACANT (Alt)			
VACANT (Alt)			

Code Enforcement Board

The Code Enforcement Board has the jurisdiction to hear and decide alleged violations of the Code of Ordinances, City of Inverness. The Code Board issues findings of fact based on evidence presented and issue an order providing proper relief and compliance with code requirements. The Code Enforcement Board has the power to subpoena alleged violators and witnesses to its hearings, take testimony under oath, issue orders having the force of law and establish and levy fines, cost of repairs and liens.

All members of the Code Enforcement Board must be residents of the City and serve without compensation. The Code Enforcement Board consists of seven (7) regular members and two (2) alternate members appointed by the City Council. The Code Enforcement Board membership is made on the basis of experience or interest and shall whenever possible, include at least five (5) of the following: an architect, a businessman, an engineer, a general contractor, a sub-contractor and a realtor.

The Code Enforcement Board meets on an as needed basis. The regular schedule for monthly meetings is the third (3rd) Thursday of each month at 2:00 P.M. in the City Council Chambers.

<u>Member</u>	<u>Address</u>	<u>Phone</u>	<u>Expiration</u>
John Pepe	PO Box 1591 Inverness, FL 34451	726-9702	2/2016
Jake Blanton Chairman	130 Blanton Drive Inverness, FL 34450	726-1398	2/2015
Harry Kratzer	813 Balmoral Court Inverness, FL 34453	344-9116	2/2015
George Gouldbourn	407 Hunting Lodge Dr Inverness, Fl 34450	212-8212	2/2015
VACANT			
VACANT			
VACANT			
VACANT(ALT)			
VACANT(ALT)			

Planning and Zoning Commission

The Planning and Zoning Commission (PZC) hears and make a recommendation regarding zoning, comp plan amendments, waivers, street vacation request and preliminary plats for subdivision of land. The PZC also conducts the comprehensive planning program and coordinates the comp plan with other local governments.

All members of the Planning and Zoning Commission must be residents of the City of Inverness. The Planning and Zoning Commission shall consists of seven (7) members and two (2) alternates. The Planning and Zoning Commission meets on an as needed basis. The regular schedule for monthly meeting is the first (1st) Wednesday of each month at 5:00 P.M. in the City Council Chambers.

<u>Member</u>	<u>Address</u>	<u>Phone</u>	<u>Expiration</u>
Kathleen Neumann	1490 Druid Road Inverness, Fl 34452	726-2241	2/2016
Robert Tessmer, Sr. Chairman	314 W Main Street Inverness, Fl 34450	726-9533	2/2015
David P. Heinz	2507 Hwy 44 W Inverness, FL 34453	341-1288	2/2015
Daniel Sawyer	307 N. Seminole Ave Inverness, FL 34450	726-1014	2/2016
James Devine	11098 S. Flutter Terr Inverness, FL 34452	344-8129	2/2015
Brad Gibbs	574 San Remo Circle Inverness, FL 34450	212-5286	2/2015

VACANT

VACANT(Alt)

VACANT(Alt)

Architectural /Aesthetic Review Committee

The Architectural Aesthetic Review Committee (A/ARC) reviews applications for construction, alteration, removal or demolition affecting proposed or designated historic structures and issues or denies certificate of appropriateness for such actions. The A/ARC also develops design guidelines and makes recommendations to City Council concerning historic properties or structures.

The Architectural Aesthetic Review Committee consists of seven (7) regular and two (2) alternate members appointed by the City Council. Members must be residents of Inverness or own property in the City or be engaged in a business in the City.

The A/ARC meets on the second (2nd) and fourth (4th) Thursday of each month at 4:00 P.M. in the City Council Chambers.

<u>Member</u>	<u>Address</u>	<u>Phone</u>	<u>Expiration</u>
Tom Slaymaker	2218 Hwy 44 W Inverness, FL 34450	726-6129	9/2014
David Arthurs	209 N Pine Ave Inverness, FL 34450	726-6623	9/2014
Dan Falcone	1094 W Skyview Landings Dr Hernando, FL 34442	527-0543	9/2016
Paul Gibbs	1773 E Cleveland St Hernando, FL 34442	563-2026	9/2013
Kathy Thrumston	502 Tompkins Street Inverness, FL 34450	560-0330	9/2016
Charles Wade	7774 E Gaines Lane Hernando, FL 34442	746-9031(h) 637-5757(w)	9/2016
George Gouldbourn	407 Hunting Lodge Dr Inverness, FL 34450	212-8212	9/2016
VACANT (Alt)			
VACANT (Alt)			

Inverness Community Redevelopment Agency

The Inverness Community Redevelopment Agency is responsible for carrying out the City downtown redevelopment efforts pursuant to Chapter 163, Part III Community Redevelopment Laws of Florida. The goal of the redevelopment program is to eliminate slum and blight conditions and to prevent those conditions from reoccurring by improving the economic viability of the Downtown Redevelopment Area. Program objectives are facilitated through the coordination of public improvement projects and other monetary incentives for private investment and development. Program activities, commensurate with an overall Redevelopment Plan, may include marketing, transportation facilities, street and other public utility improvements, commercial and residential building rehabilitation, historic preservation, park development and beautification projects.

The Inverness Community Redevelopment Agency consists of seven (7) appointed commissioners. Any person may be appointed as commissioner if they reside in or are engaged and/or own a business in the downtown redevelopment area.

The Inverness Community Redevelopment Agency meets on an as needed basis in the City Council Chambers.

<u>Member</u>	<u>Address</u>	<u>Phone</u>	<u>Expiration</u>
David Arthurs	209 N Pine Ave Inverness, FL 34450	726-6623	3/2015
Charles Davis	3075 S Florida Avenue Inverness, FL 34450	726-8323	3/2015
Tom Slaymaker	2218 Hwy 44 W Inverness, FL 34453	726-6129	3/2015
Charles Wade	7774 E Gaines Lane Hernando, FL 34442	746-9031	3/2015
VACANT			
VACANT			
VACANT			

Agenda Memorandum – *City of Inverness*

November 1, 2013

TO: Elected Officials

FROM: City Manager

SUBJECT: Voluntary Annexation for Parcels Half –In and Half-Out

CC: City Clerk & Finance Director

Enclosure: Map of an Affected Block (Example of Larger Area)

We have been probing variables to mitigate the issue of divided parcels along the southern boundary of the city that have enjoyed subsidized municipal services such as sanitation. Recent modifications to the City Sanitation Ordinance and GIS map capabilities, brings forward an enhanced ability to approach a voluntary solution.

Enclosed is a map to show one of several affected blocks, by which we (staff) will begin to petition for voluntary annexation in completeness of said parcels into the city limits. In most cases, the issue of a substantial taxation increase will not materialize and by most all accounts, the affect will be negligible. For the most part, these properties already have the improvement being assessed within the City's tax structure (for the portion in the City).

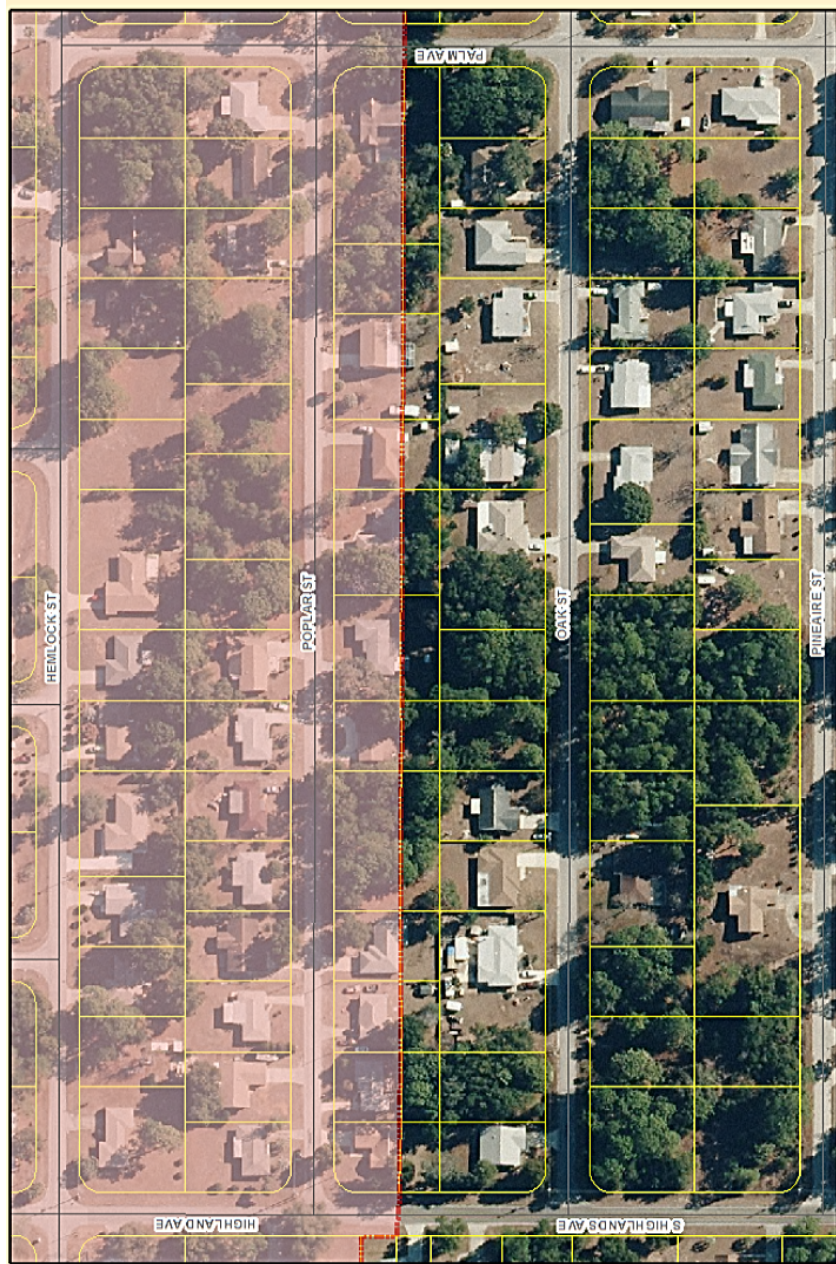
These property owners will benefit from 'clarity': elimination of the complexity of receiving multiple tax bills and land description, and receipt of the full complement of City services. Action will commence over coming months to bring the solution forward.

Recommended Action –

No Action is needed at this time, discussion purposes only.

If you wish to discuss this further, please contact me at your convenience.


Frank DiGiovanni



City of Inverness GIS

Prepared By: Eric C. Williams, GISP
 Date: November 1, 2013
 Source: COI Enterprise GIS
 Map Number: EW000016

Half-In and Half-Out Affected Block Subject Property Map